

### **Frequently Asked Questions (FAQ)**

Thank you for your interest in partnering with the U.S. Embassy Athens, Greece. We encourage all applicants to review the FAQ below.

#### **Q: Who can apply?**

A: Individuals, organizations, schools and universities may apply for funding. Funding is open to both Americans and Greeks. Programs must further mutual understanding between our two countries.

#### **Q: Do individual need to register in SAM.gov?**

A: No, individuals do not need a DUNS/UEI number and do not need to be registered in SAM.gov. These requirements only apply to organizations.

#### **Q: I'm an individual. Can I use the grant to pay salaries for others?**

A: No, the Embassy issues different types of awards. An award for an individual can only be used for the individual. If you are an individual that is applying as part of a group and aren't connected to an organization, each individual will receive a separate award.

#### **Q: What types of grant awards are there?**

A: The Embassy awards individual awards and awards to organizations. The Embassy also awards cooperative agreements, in which the Embassy has substantial involvement in the project.

#### **Q: How long does it take to receive funding?**

A: It can take as quickly as 4 weeks for an individual or organization to receive funding in their bank accounts, but sometimes it can take 6-8 weeks for funding to arrive, for a variety of reasons. Sometimes, we may approve a grant proposal but come back to the grantee with questions about certain aspects of the program. In that case, it will take additional time to resolve the issues. American and Greek holidays can delay the process as well.

#### **Q: I have already started spending money on my project but have not yet received a grant from the U.S. Embassy. Can I be reimbursed for these costs?**

A: No, grant awards can only cover costs that are incurred after the grant is signed. The costs must be listed on the budget that is signed by both you and the Embassy. We will not approve a budget item if you have already purchased that item for the project.

**Q: How does funding work?**

A: Once a grant is signed by an officer at the U.S. Embassy, it means that the Embassy guarantees payment of the amount listed on the grant award pending completion of the project and proper reporting. Once you sign the grant, you have formally agreed to undertake the project and may begin work on the project and incur costs listed on the approved budget. Funds will be transferred upon the request of the organization or individual. They are not transferred automatically. Most organizations are expected to have funds on hand in their own accounts to begin working on the project before the first funds transfer is complete. Once you have started the project, you may then request the funds for the listed budget items, up to 80% of the total cost of the project. Once the project is complete and reports have been sent and approved, you may request for us to transfer the final 20%.

**Budget Questions**

**Q: What is the difference between indirect and direct costs?**

A: Indirect costs are costs an organization incurs for common or joint objectives that cannot be readily and specifically identified with a particular grant project or other institutional activity (i.e., overhead costs). Indirect costs typically include administrative and clerical salaries, fringe benefits, costs of operating and maintaining facilities, equipment, grounds, and depreciation or use allowances.

**Q: How much detail should be included in the budget narrative?**

A: There is no set format. However, the budget should be detailed and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic.

**Forms Questions (SF424, SF424A)**

**Q: The forms ask for a project name and CFDA number. Where do I find this information?**

A: The “Funding Opportunity Number” and “Competition Identification Number” should all use the APS/NOFO Announcement Number:

- ☐ Notice of Funding Opportunity: U.S. Embassy Athens, Public Affairs Section, Annual Program Statement
- ☐ Funding Opportunity Number: PAS-Athens-FY22-01
- ☐ CFDA Number: 19.040
- ☐ CFDA: 19.040 – Public Diplomacy Programs

**Q: What do I use for the project start date?**

A: The project start date should be the first day you or your organization would need to begin incurring costs to complete your program. We recommend applying a least 90 days before the projected start date.

**Q: On the SF424, what do I use for the title of my application on #15?**

A: Applicants can create their own unique title.

**Q: On the SF424, what is the correct response to #19?**

A: The Program is NOT covered by that Executive Order.

**Registration Requirements Questions and Tips**

**Q: How do I register for SAM?**

A: Electronic applicants will find instructions on registering with SAM.gov as part of the Grants.gov process at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

**Q: I am having problems with my SAM registration, what can I do?**

A: Contact the SAM.gov's help center, the Federal Service Desk at this link: <https://www.fsd.gov/fsd-gov/home.do> Web Form and chat are available.

**Q: How do I provide proof of my SAM active registration?**

A: A screen shot or PDF of your registration confirmation is sufficient. You can find the status of your registration at [www.sam.gov](http://www.sam.gov)

**Q: What is a “unique entity identifier”?**

A: A Unique Entity Identifier (UEI) is also known as a DUNS number. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Organizations that do not have a DUNS number should obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/>

***Additional Notes and Tips:***

DUNS will go away next April 2022. It will be replaced by UEI which will be assigned by sam.gov. UEIs are being given to organizations who register/renew this year. As a reminder sam.gov needs to be renewed yearly. <https://sam.gov/content/home>

CAGE is assigned domestically when organizations register in sam.gov, however CAGE must be renewed every 5 years.

This is the domestic site: <https://cage.dla.mil/Home/UsageAgree>

Additionally, NCAGE also has to be renewed every 5 years as well.

Overseas NCAGE: <https://eportal.nspa.nato.int/AC135Public/CageTool/home>

The renewals need to be done before sam.gov can be renewed. In many cases if the organization has an NCAGE/CAGE code and gets an error saying something is wrong, it is because the number needs to be renewed. In some cases certain countries have decided to re-do their numbers and while the grantee got an email, it may have gone to an old email or been considered junk. So it is in the grantees best interest to check if their numbers are active.

Renewals for both CAGE and NCAGE can take up to 10 days. This process will need to be done before the sam.gov renewal. Again addresses in NCAGE/CAGE must match SAM.gov

After April 2022, DUNS will not show in SAM.gov and the DUNS site for SAM.gov, <https://fedgov.dnb.com/webform/> will go away. While you can search on names in sam.gov, it is much easier to search using the NAGE/CAGE, also this number will be needed if you want to see the status of progress in sam.gov. Found here: <https://sam.gov/content/status-tracker>

Renewal guides for sam.gov and NCAGE/CAGE can be found here:

[Quick Start Guide](#)

[NCAGE Request User Guide](#)

Since NCAGE has less fields, it is recommended this be done before DUNS, When DUNS goes away, NCAGE will need to be done first because we will only have NCAGE for overseas. Domestically, first time registrations will get the CAGE when the sam.gov is processed. It is also recommended that only US characters be used since address/name need to match in SAM.gov.